



Production Coordinator

Details

Job ID : 435

Title : Production Coordinator

Job Code : 1409

Salary : \$3,538.00 (Monthly)

Grade : 14

Tenured : YES

Job Departments

- Court Services - Education

Purpose

RESPONSIBLE FOR PROVIDING TECHNICAL AND CREATIVE SERVICES TO THE COURT OF JUSTICE.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 5 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE NECESSARY TO PRODUCE HIGH QUALITY EDUCATION VIDEO PROGRAMS, PRODUCTION AND EDITING
- 4 YEAR COLLEGE DEGREE MUST BE IN MEDIA, VIDEO, OR COMMUNICATIONS
- 5 YEARS OF RELATED EXPERIENCE MUST BE IN A VIDEO PRODUCTION ENVIRONMENT (STUDIO AND FIELD)

Job Skills/Abilities

- ABILITY TO WORK AND COMMUNICATE WITH DIVERSE AUDIENCES WHO MAY NOT BE FAMILIAR WITH VIDEO TECHNOLOGY
- STRONG LEADERSHIP, FACILITATION AND COMMUNICATION SKILLS
- ABILITY TO WORK INDEPENDENTLY.

Job Duties

- DAY TO DAY SUPERVISION OF EDUCATION SPECIALISTS
- DEVELOP VIDEO PRODUCTS TO COMPLIMENT EDUCATIONAL PROGRAMS
- WORK WITH THE OFFICE OF PUBLIC INFORMATION TO MARKET THE PRODUCTS
- STAY CURRENT WITH TRENDS IN VIDEO TECHNOLOGY
- OTHER DUTIES AS ASSIGNED